

Fort Bragg GPC Policy for BO Late Certification of GPC Statements

“Three Strikes and You’re Out”

1. The Fort Bragg GPC Office is establishing the below policy to describe administrative actions for GPC accounts in which the monthly billing statement is not certified within the required time frame during the fiscal year. This policy applies to GPC billing official accounts that are managed by Army Contracting Agency - Southern Region, Directorate of Contracting, Fort Bragg, NC.
2. IAW the Draft Army Regulation 715-XX, revised 21 March 2006 billing officials are required to certify their monthly billing statement within five business days after the end of the billing cycle. The billing cycle ends on the 19th of each month, unless the 19th falls on a Saturday or Sunday and then it ends on the previous Friday (example--in Mar 06 the cycle closed on 17 Mar). Also, reference the attached memo from SFCA-SR-BSD, Subject: Southern Region Implementation Memorandum (SRI) 06-07, Reducing Government Purchase Card (GPC) Delinquencies, dated 22 Feb 06.
3. Effective with the billing cycle ending **19 July**, GPC accounts that are not certified by the billing official or alternate billing official within the required time frame, five business days after the end of the billing cycle, will be subject to the below administrative actions:
 - a. First Incident: The billing official account will automatically be suspended from purchasing if the monthly billing statement is not certified within the required time frame. Before the account is reinstated, a memo will be required from the billing official or alternate billing official identifying corrective measures they have taken to ensure timely certification in the future.
 - b. Second Incident: The billing official account will automatically be suspended from purchasing if the monthly billing statement is not certified within the required time frame. Before the account will be reinstated, a memo will be required from the commander, 0-5 or above, identifying corrective measures they have taken to ensure timely certification in the future.
 - c. Third Incident: The billing official account will automatically be suspended from purchasing if the monthly billing statement is not certified within the required time frame. Before the account will be reinstated, a new billing official and/or alternate billing official will be required to be appointed.
4. Accounts which do not certify timely will also be subject to frequent audits, reduction in the number of cardholders and purchasing limits. The above policy will be incorporated into the next revision of Fort Bragg Regulation 715-3, Fort Bragg Government Purchase Card (GPC) Program, dated 15 June 2005.
5. As good stewards of government funds we should all work together to conquer delinquencies, reduce interest penalty payments and maximize rebates.
6. Point of Contact: Ms. Lucinda Nance, Fort Bragg GPC Agency/Organizational Program Coordinator (A/OPC). Commercial: (910)396-4362, ext 273.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY CONTRACTING AGENCY SOUTHERN REGION HEADQUARTERS
1301 ANDERSON WAY SW.
BUILDING 130 1st FLOOR
FT McPHERSON, GA 30330-1096

SFCA-SR-BSD

FEB 22 2006

MEMORANDUM FOR Army Contracting Agency, Southern Region Installations

SUBJECT: Southern Region Implementation Memorandum (SRIM) 06- 07, Reducing Government Purchase Card (GPC) Delinquencies

1. Though the Army Contracting Agency Southern Region (ACASR) has the largest percentage of dollars and actions within the Army's Government-wide Purchase Card (GPC) program, we strive to minimize our percentage of delinquencies. The chart below reflects the ACASR's percentages of spending, actions, and delinquencies compared to the Army totals thus far in FY 06. In the first quarter, the ACASR's program was responsible for approximately a fourth of all Army GPC dollars, six percent of all actions, and a fifth of all delinquent dollars. As you can see, our delinquency rate rose each month of the first quarter. January's rate is a slight improvement over December, but still alarmingly high. We therefore need to increase emphasis on paying billing statements in accordance with Army standards to avoid interest payments and capture valuable rebates.

FY 06	ACASR Percentage of All Army Dollars Spent	ACASR Percentage of All Army Actions	ACASR Percentage of All Delinquent Army Dollars
First Quarter			
Oct 05	23.50%	16.48%	14.98%
Nov 05	24.89%	16.99%	19.56%
Dec 05	25.49%	16.50%	26.98%
First Quarter Average	24.63%	16.66%	20.51%
Second Quarter			
Jan 06	24.34%	17.08%	22.90%

2. Mr. Claude Bolton, Assistant Secretary of the Army for Acquisition, Logistics and Technology [ASA(ALT)], and Ms. Tina Ballard, Deputy Assistant Secretary of the Army (Policy and Procurement), are both concerned about the increase in GPC delinquencies within the Army and are working to establish metrics to track Army delinquent accounts. The ACASR Level 3 Agency/Organization Program Coordinator is working diligently to provide strategies to all ACASR Level 4s for conquering GPC delinquencies. Additionally, it is essential that Directors of Contracting (DOC) continuously encourage installation leadership to enforce responsible execution of GPC duties. To facilitate this effort, each DOC should take action to:

SFCA-SR-BSD

SUBJECT: Southern Region Implementation Memorandum (SRIM) 06- 07, Reducing Government Purchase Card (GPC) Delinquencies

a. Issue a memorandum to installation activities with GPC accounts requesting commander emphasis to ensure that Billing Officials (BOs) certify their billing statements within five business days after the end of the billing cycle and to ensure that cardholders are maintaining the Customer Automation and Reporting Environment (C.A.R.E.) detail transaction log. Maintenance of the detail transactions log provides BOs and all hierarchy levels with a list of supplies, services and/or construction (less than \$2,000) purchased by the cardholder. Retention of all original invoices/receipts by the BO is still required for six years and three months from the date of the billing statement certification for payment. The memorandum should include action that will be taken or recommended by the DOC to reduce delinquencies to include: auditing delinquent accounts; replacing delinquent BOs and/or cardholders with more responsible staff; reducing the number of cardholders and/or spending limits; suspending accounts until billing statements are certified to the servicing Defense Finance and Accounting Service (DFAS) office; and other courses of actions deemed necessary to reduce or eliminate delinquent GPC accounts.

b. Support the local GPC Level 4 in resolving delinquency issues by contacting Commanders and Directors via phone, e-mail, or formal written documentation as circumstances warrant.

3. As good stewards of government funds we should all work together to conquer delinquencies, reduce interest penalty payments, and maximize rebates.

4. For more information, please contact Ms. Lynn Worsham, ACASR GPC Level 3, DSN: 367-4486 or commercial 404-464-4486.



CAROL E. LOWMAN

Director

Army Contracting Agency, Southern Region

Principle Assistant Responsible for Contracting